

5. Report Applications

Individual Ad Hoc Reports provide PHAs with access to individual family information in MTCS. PHA users can create Individual Ad Hoc Reports to verify the accuracy of information stored in MTCS or to research the cause of a reporting error.

5.1 Key Data Fields

The most frequently used individual access fields to create an Individual Ad Hoc report include:

- HOH Last Name (line 3b)
- HOH First Name (line 3c)
- HOH SSN (line 3n)
- Program (line 1d)
- Type of action (line 2a)
- Effective date of action (line 2b)
- Date unit last passed inspection (line 5g)
- Date unit last inspected (line 5h)
- Total annual income (line 7m)
- Tenant rent (lines 10e, 10s, 11s, 11ak, 12x, 12ai)

5.2 PHA Uses for the Report

Respond to requests for information

Access to individual Ad Hoc may help PHA staff be more responsive to residents. Although it may be rare that individual Ad Hoc contains the answer to a resident's question, a review of the record can provide valuable background information. For example, it can confirm the program in which a resident participates and the project (for Public Housing) involved.

Solve problems and analyze issues

If a PHA needs to know if MTCS has stored a particular family's information in the database, the PHA can use Individual Ad Hoc to quickly find out. For example, if a PHA does not know if one family is in the database, the PHA can look up the SSN or HOH last name in a matter of minutes. The PHA can view the information on screen in MTCS.

- **Answer questions about families**

Have questions about particular families stored in MTCS? PHAs can use Individual Ad Hoc to retrieve data about individual families in MTCS without creating an Ad Hoc Report.

For example, a PHA needs to find out quickly if a particular family needs an annual reexamination. Instead of combing through PHA files or an Ad Hoc Report, PHAs can retrieve the family's MTCS data file. This report will identify the last type of action and its effective date transmitted to MTCS.

- **Research the cause of discrepancy identified on MTCS reports**

Individual Ad Hoc can help a user investigate the cause of potential discrepancies identified by the system and to assess PHA compliance with specific HUD requirements. For example the PHA can use Individual Ad Hoc to research why a family appeared on the Late Reexaminations Report.

The PHA may discover it submitted the same family with two Social Security numbers. In this situation the PHA should transmit an end of participation for the erroneous Social Security number.

Or, the PHA may find that it never corrected the fatal errors received on the family's file. The PHA should retransmit the family's corrected data to MTCS.

- **Improve the quality of data submitted to MTCS**

PHAs can use Individual Ad Hoc to help improve data quality. A PHA can review a family's Ad Hoc Report to ensure the accuracy of data submitted to MTCS. For example, the PHA can review that all the fields contain the correct information.

If the PHA finds that the data is incorrect, the PHA should resubmit the Form to MTCS in the same manner as if the Form had fatal errors.